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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

July 31, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 13

Supplement G

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Issuance of Food Distribution Orders

Director's Memorandum No. 42, Revision 1, necessitates certain changes in, and additions to the instructions for administration of Food Distribution Orders, which were contained in the original memorandum of this series and supplements thereto.

These changes and additions are as follows:

I. (A) In addition to the items specified in supplement F of this series, the Order file shall contain the following items:

1. Delegation of authority to Order Administrator. (This is a specific delegation, to certain of the Order Administrators, from the Deputy Director and should not be confused with the delegation on Form FDA-304).

2. Interpretations

Decisions, on questions arising from the use of ambiguous language or application of the order to an unusual set of facts, will be prepared for the approval and signature of the Deputy Director in Charge of Order Administration, and addressed to the appropriate Regional Director. Questions involving legal problems will be submitted to the Deputy Director for an interpretation by the Office of the Solicitor. A brief resume of all interpretations will still be included in the monthly summary.

3. Typical cases processed

Decisions on appeals which indicate a definite trend should be contained under a separate heading in the file in addition to being included in the monthly summary.

(B) In accordance with the instructions to have copies of all items contained in the order file, made and distributed, it will be necessary to have the following duplicated and distributed to the Deputy Director, the Compliance Branch, and the Regional Director.

1. Solicitor's Opinion
2. Designation of Order Administrator
3. Delegation of Authority to Order Administrator

II. Petitions and Appeals

(A) The granting of a petition or appeal which would adversely affect the Civilian Food Requirements Branch and Requirements and Allocations Control must be cleared with the interested parties.

(B) All correspondence in reference to an appeal or a petition must refer to the number assigned the particular petition or appeal.

(C) Where relief is granted the weekly appeals summary, exhibit B, copy of which is attached to Special Commodities Branch Memorandum No. 17, should contain a statement as to the amount of set-aside materials released, the use to which such materials are to be put, and the Government Agency, if any, which is to secure such materials, in the event that the effect of granting the petition is to release material set aside by a particular order or amendment.

[Handwritten signature: H. C. Albion]

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Special commodities branch memorandum

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